



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109-8099
(818) 354-4321

April 30, 2003

(Source List)

Attention:

Subject: Request for Proposal (RFP) No. WP-560341

Enclosed is JPL RFP No. WP-560341 for Systems Furniture Installation and Amenities at the Jet Propulsion Laboratory, Pasadena, CA for a two (2) year period, with up to an additional three (3) one-year options.

The RFP contains the following sections, which are noted here:

- The initial award is expected to be for a Contract with a ceiling price of \$4,000,000.00. This amount is comprised from JPL's estimate based on Systems Furniture and Amenities requirements over a one-year period. Due to the nature of this requirement it is not possible to estimate the extent or duration of the work required or to anticipate cost with any degree of accuracy or confidence.
- The amount of each Service Order and Contract Work Order (CWO) against the Contract is considered to be a "not to exceed amount" and will be issued for work performed in accordance with thresholds established in the Specimen Contract.
- JPL shall have the option to extend the term of this Contract for up to three (3) additional one (1) year periods under the Option Provision.

The Jet Propulsion Laboratory is inviting your company to submit a proposal in accordance with the instructions contained in the RFP. Proposals must be received at JPL, attention the undersigned, no later than 3:00p.m. May 16, 2003.

Sincerely,

William Puga
Contract Negotiator

Enclosure: Letter of Intent Form
RFP No. WP-560341
Specimen Contract dated March 24, 2003